

# Google: Setting Up a Google Account

To establish a Google Account:

1. Go to [www.google.com](http://www.google.com) and click on *Sign in* in the upper right hand corner.
2. If you do not have an account, click on the *Create an account now* link and follow the screen prompts and complete the form. You will be entering an email that will become your Google Account (login).

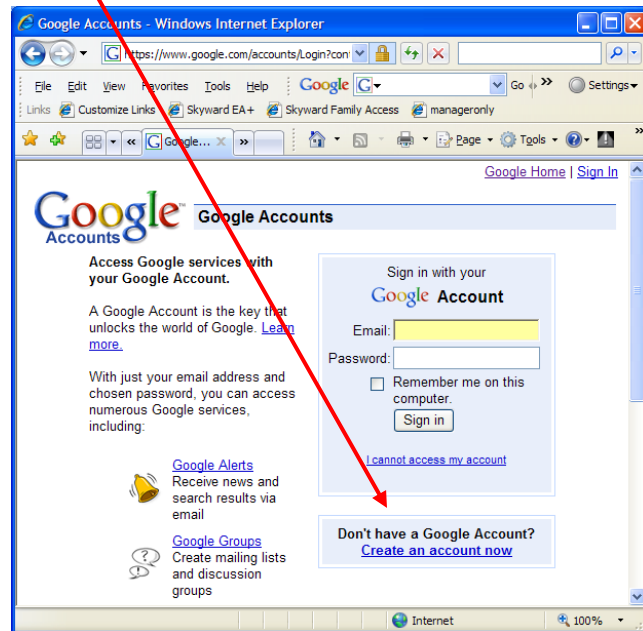
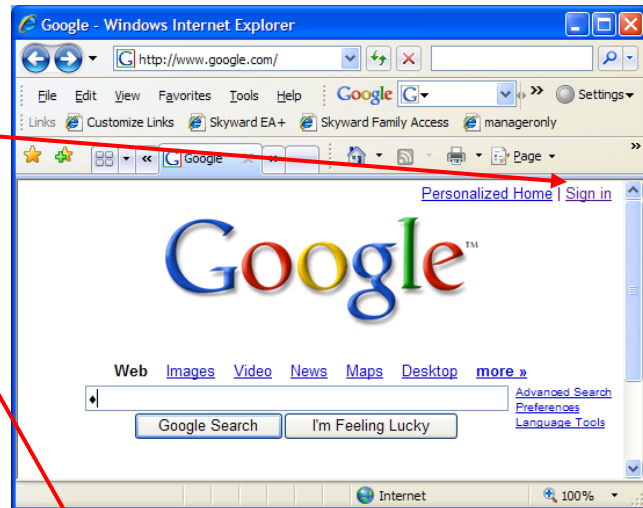
You will create the Google Account, and Google will email you a link you will need to click through to activate your new Google Account.

**Do you have a gmail account?**

Then THAT email address is your Google Account.

**Can you set up multiple Google Accounts?**

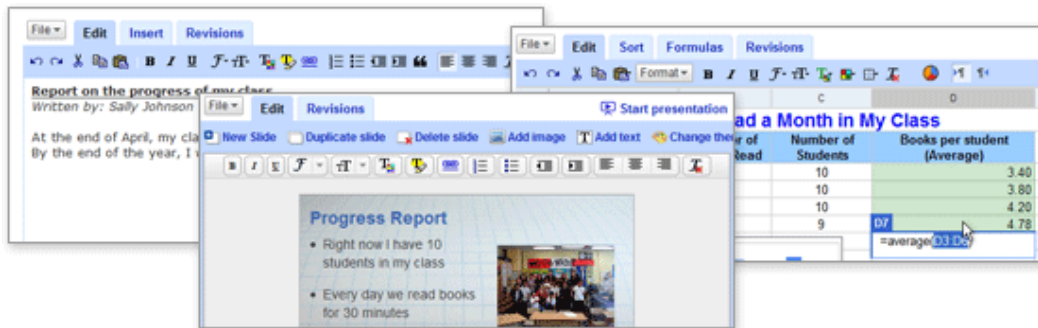
Yes, if you have multiple email addresses; each email address can be its own Google Account. And that is particularly useful if you want to use Google services separately and exclusively for work and personal life.



# Google: Collaborating with Google Docs

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[docs.google.com](http://docs.google.com)



## What are Google Docs?

At <http://docs.google.com> users can create documents, spreadsheets and presentations (think the parallel to Word, Excel, and PowerPoint) entirely online. A special feature of the spreadsheet is the ability to create a form, with a front-end webpage, that automatically adds the data to the spreadsheet for future analysis.

## What is so unique about Google Docs?

- It is free
- It automatically saves the file as you are working on it
- You can share and collaborate with others in real time and see immediately what others are doing
- It is possible to export the file to other file formats
- No transferring to memory sticks, hard drives, and wondering if you are working on the most recent version
- Multiple users can edit or view
- Can be accessed from any computer that has internet access
- There is a discussion applet so if multiple users are editing, you could chat with each other while editing
- You can upload existing files to Google Docs
- You can see revisions or earlier versions of the document (and can revert to an earlier version if you wish)

## What's the downside?

- You can't have too many people editing the documents at the same time
- You can't easily discern who made what edit (unless you color code it, or indicate with text somehow)
- Not as fully featured as the Microsoft Suite or Open Office
- No internet, no Google Docs

## How can I find out more?

- CommonCraft video at <http://blip.tv/file/get/Commoncraft-GoogleDocsInPlainEnglish460.flv>
- Docs and Spreadsheets in the classroom at [http://www.google.com/educators/learning\\_materials/necc\\_docs\\_spreadsheets.pdf](http://www.google.com/educators/learning_materials/necc_docs_spreadsheets.pdf)
- Idea: Docs for Teachers at <http://docs.google.com/support/bin/answer.py?hl=en&answer=134592>
- Take the tour at <http://www.google.com/google-d-s/tour1.html>

# Google Docs in Education

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- Student teachers / Mentor teachers can write their lessons plans in Google Docs
- Create web-based documents that can be accessed, edited, presented, and shared from anywhere
- Collect data with a Google Form
  - Demographics
  - Surveys
  - “Contact me”
  - Student writing
  - Web-based worksheets
- Create products for committee work
- Collaborative writing projects (grants, student groups, etc)
- Collaborative presentations

**Hint:** If students are working in small groups on projects in Google Docs, make sure they add you as an editor to their document; if you want student groups to see each others’ progress, other students can be added as “viewers”. Final versions can be “published” with a link shared for viewing by a wider audience. If a document/project is going to be published for general viewing, copyright should be observed.

# Making the Content Come to You: iGoogle

<http://www.google.com/ig>

## What is an iGoogle page?

Google has its traditional homepage, and also allows those with a Google Account to create a customized homepage with items of interest.



Once signed in to Google (regardless of computer), your customized iGoogle page can be loaded.

Your iGoogle page allows you complete access and preview of Google's Gmail, calendar, customized RSS feeds, and third party add-in gadgets.

Each piece of the iGoogle page is moveable and customizable.

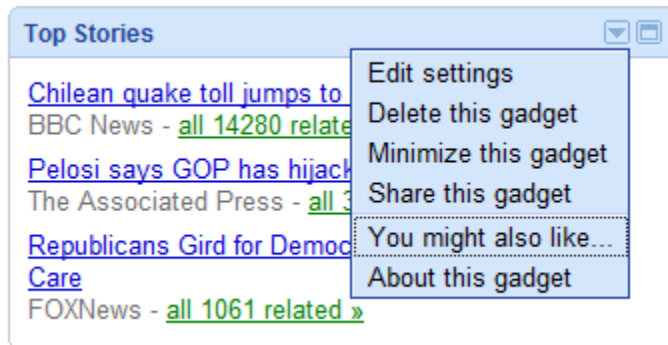


## Why Use an iGoogle page?

- Organize large amounts of information in one place
- Arrange information by tabs based content, preference, function
- Accessible from any computer connected to the internet
- Quick access to Google chat, gmail, calendar, news, feeds
- Share information with others (colleagues, students, family)
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## Sharing gadgets

Click the down arrow to access the gadget's settings.



## Getting started: Creating an iGoogle Account

In order to use iGoogle you will need to register for a Google Account. If you have a Gmail account, that IS your Google Account ID. If you do not have a Gmail account you may want to consider signing up for one so you use Google's various features. Otherwise you can just sign up for a Google account with an email address of your choice and a password. If you sign up with your own email address for a Google Account, you will not have access to Gmail.

## Create your iGoogle page

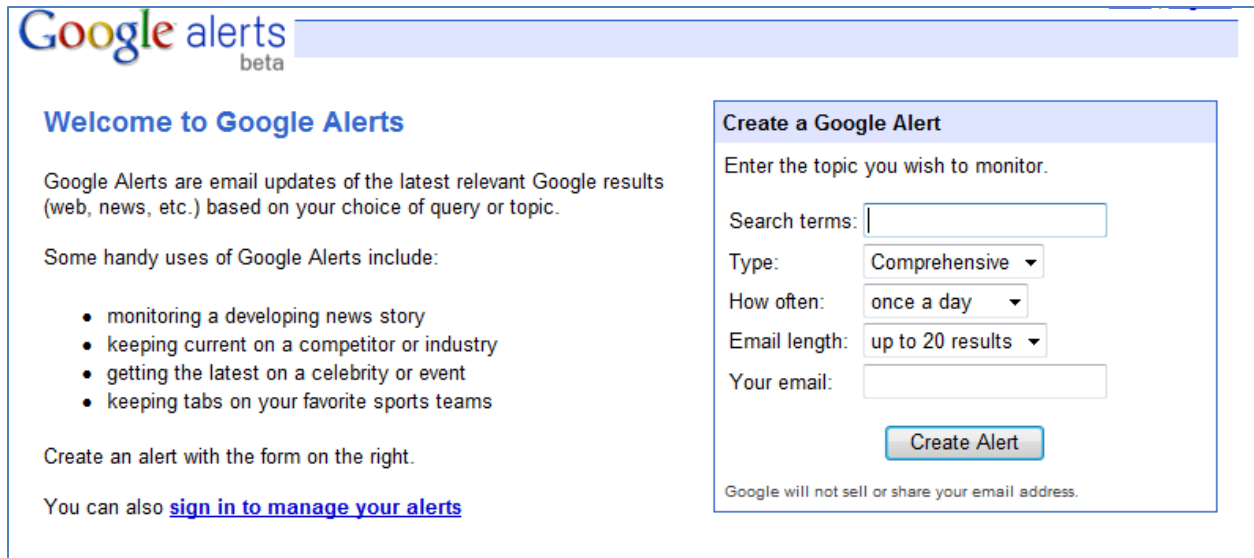
1. Go to <http://www.google.com/>. In the upper right-hand corner, there should be a link that says *iGoogle*.
2. Click on the link and login using your Google Account.
3. Once you are logged in you will see various different boxes (i.e. news, weather, horoscope, etc). You can move your page contents by clicking and dragging the boxes around on the page.
4. On the left of your screen, click on the drop down arrow to select *Add a Tab*. You can click it, give it a name, and decide whether to check or uncheck the *I'm feeling lucky* box.
5. On the top right of your screen, click *Add Stuff*. This will take you to a page where you can search for add-ons in different categories.
6. **Search for gadgets.** For instance, "News". Various items will appear. If you want *BBC News*, click on the link. This allows you to view information about it, as well as a screenshot. If, after viewing, you want to add it to your page, click the button that says *Add it now*.

# Making the Content Come to You: Google Alerts

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[alerts.google.com](https://alerts.google.com)

**Google Alerts** are a simple way to have Google search for information and have it delivered to your email on a schedule you determine. A Google Account is not required, you may simply enter any email. Complete the simple form with keywords, indicate how frequently you would like to be updated, and enter your email address. You may create more than one alert with your email address. You could create alerts particular to your work and school addresses.



The screenshot shows the Google Alerts website interface. On the left, there is a 'Welcome to Google Alerts' section with a description of the service and a list of uses. On the right, there is a 'Create a Google Alert' form with fields for search terms, type, frequency, email length, and email address, along with a 'Create Alert' button and a disclaimer.

**Welcome to Google Alerts**

Google Alerts are email updates of the latest relevant Google results (web, news, etc.) based on your choice of query or topic.

Some handy uses of Google Alerts include:

- monitoring a developing news story
- keeping current on a competitor or industry
- getting the latest on a celebrity or event
- keeping tabs on your favorite sports teams

Create an alert with the form on the right.

You can also [sign in to manage your alerts](#)

**Create a Google Alert**

Enter the topic you wish to monitor.

Search terms:

Type:

How often:

Email length:

Your email:

Google will not sell or share your email address.

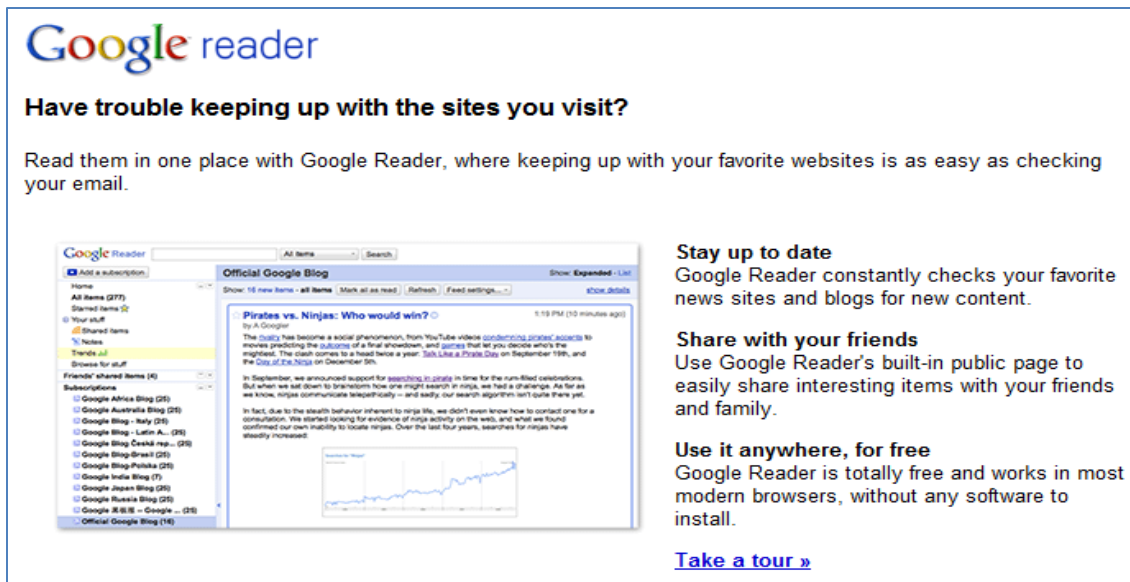
Create Alerts for

- Your content area (“social studies”, “world language”, health, etc.)
- The topic of a research project (poverty, role of women, HIV, etc.)
- People
- Countries
- Your school
- Your name

# Making the Content Come to You: Google reader & RSS

<http://www.reader.google.com>

Google reader is an aggregator. It is a webservice that helps you gather content from websites of interest. For example, if you have several websites and blogs you enjoy reading, those sites can use their RSS feature and Google reader will check for updates and have them ready for you to read in reader. A Google Account is required for Google reader.



**Google reader**

**Have trouble keeping up with the sites you visit?**

Read them in one place with Google Reader, where keeping up with your favorite websites is as easy as checking your email.

**Stay up to date**  
Google Reader constantly checks your favorite news sites and blogs for new content.

**Share with your friends**  
Use Google Reader's built-in public page to easily share interesting items with your friends and family.

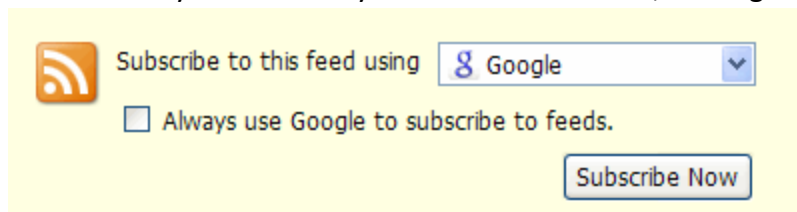
**Use it anywhere, for free**  
Google Reader is totally free and works in most modern browsers, without any software to install.

[Take a tour »](#)

## What's an RSS Feed? Does the website I like have one?

RSS stands for Really Simple Syndication. RSS feeds are a way for websites to distribute new content as it becomes available.

An RSS feed can be identified by this universal symbol. When you see it on a website, clicking will usually direct you to that site's feed. From there, you can either copy and paste the link to subscribe to the feed in Reader, or in the case of many browsers, click a button to subscribe directly.



(reader, cont'd)

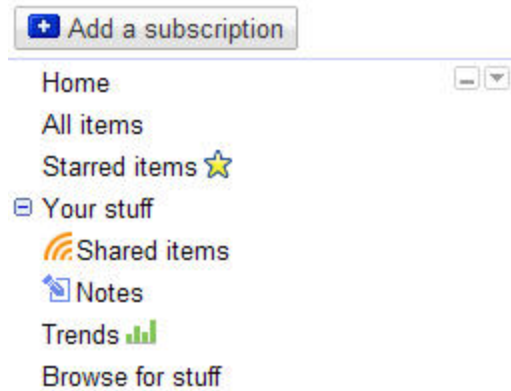
## Subscribe to a feed

From within reader, you can subscribe to a website's feed in 2 steps:

- Click the **Add Subscription** link in your left-hand sidebar.
- Enter the URL of the blog or site you'd like to subscribe to.

Most blogs have feed autodiscovery enabled, meaning the site will automatically tell Reader where to find a blog's feed.

If this doesn't work, you'll have to add the URL of a site's feed directly. Open a second window, go to the website, look for the RSS logo on the site in question, click it, and copy and paste the link into the *add subscription* box back in your Google reader. If you can't find an RSS logo on the site, the site may not offer RSS feeds.





# Other Cool Google Tools

**Google Talk** – <http://www.google.com/talk/>, Google Account Required

Google Talk can be a stand alone application as well as appear embedded on your iGoogle page and gmail page. Video chat and file sharing are available too. Chat conversations can be archived automatically to your gmail account.

**Google Calendar** – <http://calendar.google.com>, Google Account Required

Set up a calendar to track your appointments. Many airline, hotel, and car rental websites have the ability to automatically add this information to your Google Calendar should you so choose. In addition, you can create multiple layers to your calendar, such as personal and professional, and each layer has its own privacy setting and is color coded. Each layer can be easily toggled on and off from view. In addition, you can share your Google calendar with other users.

**Google Scholar** – <http://scholar.google.com>

Looking for research on a particular topic? Search here for research articles, see who is citing what articles, how many are citing particular articles, etc.

**Google Voice** – <http://www.google.com/googlevoice/about.html>, Google Account Required, Invitation Required

You can have your own custom Google phone number set up to automatically forward to your primary phone, or use your own number. If you don't answer, a voice message can be left and Google Voice will transcribe the message into text.

**Google Books** – <http://books.google.com>, Google Account Required

Set up a reading shelf of books of interest to you to share with others

**Google Wave** – <http://wave.google.com/about.html>, Google Account Required + Invitation Required

Google Wave is a combination Google doc, wiki, chat environment capable of easily-embedding and displaying media – all in real time. Content and comments can be threaded, responses delivered inline, etc. A newly launched application, the products is still in beta.

Check the Google Labs page, <http://www.googlelabs.com>, for what's new in the Google world.

